

# Transcript Reviews

Initial License

Additional Endorsement

The Vermont Online Licensing  
System for Educators

# Transcript Review

- The Transcript Review process can be used to become eligible for initial licensure for endorsements that are not part of an approved teacher education program in the State of Vermont. If a Vermont teacher preparation program exists for the endorsement being sought a candidate cannot qualify for that endorsement through the transcript review process.
- If an educator holds a current Level I or II license in the State of Vermont, they can use the transcript review process to add any additional endorsement per the Rules Governing Educator Licensure.

# Before you start....

- You must be registered in ALiS (This is ONLY if you are an existing Licensed Vermont Educator, if you are not GO TO SLIDE 4)
- To register go to our website at <https://alis.edlicensing.vermont.gov/login.aspx> and Click 'Register Here' – For more information on Registering Please view the Registering in ALiS PowerPoint
- You need to update your profile information
  - Personal Information
  - Contact Information
  - Education Details
    - Make sure all your education details are up to date and any Official Transcripts that have not been previously submitted to the Licensing Office are sent either in the mail or electronically directly to this Office.
  - Employment

**After you are finished updating your profile make sure you**

**SAVE**

**And now GO TO SLIDE 8**

# If you have never held a Vermont Educator License and are using Transcript Review to gain Initial Licensure...

- Go to our website at <https://alis.edlicensing.vermont.gov/login.aspx>
- Click on 'Never held an Educator License in Vermont'
- To be completed only in these endorsement areas: Business Education, Career and Technical Education, Career and Technical Education Special Needs Coordinator, Design and Technology Education, Driver and Traffic Safety Education

(Full endorsement ONLY),  
Educational Technology Specialist,  
Family and Consumer Sciences,  
Health Education (UNTIL October, 2015), Work-Based Learning Coordinator, Driver and Traffic Safety Education (In Vehicle Instruction ONLY),  
Library Media Specialist



**USER LOGIN**

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

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Existing and previously licensed Vermont Educators [Register Here](#)

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Never held an Educator License in Vermont? [Click here](#)



To Search For an Educator [Click here](#)

# Enter your Personal and Contact Information and create a login for the Online System

★ Write down or store your Login and Password for future reference

## Personal Information

If you do not have US Social Security Number; please contact Vermont Agency of Education at 802-479-1700.

Last Name *	<input type="text"/>	First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names 	<input type="text"/>	DOB *	<input type="text"/> 
SSN *	<input type="text"/>				

## Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>				
Street 1 *	<input type="text"/>	Street 2	<input type="text"/>		
City *	<input type="text"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text"/>
Phone # - Ext. *	<input type="text"/> - <input type="text"/>	Alternate Phone # - Ext.	<input type="text"/> - <input type="text"/>	Fax	<input type="text"/>
Preferred E-mail *	<input type="text"/>	Alternate E-mail	<input type="text"/>		

## Online Account Information

Login Name *	<input type="text"/>	
Password *	<input type="text"/>	Password is case sensitive and must be at least 8 letters long with at least one upper case and one number.
Retype Password *	<input type="text"/>	

[Return to Online Services](#)[Register & Go to Next Step](#)

# Initial application: preliminary questions

## Initial Licensure Application Preliminary Question(s)

Have you received a contract offer to teach or lead in a Vermont School?

☐ Yes ☐ No

Have you completed a **Vermont State** approved educator preparation program at a college or university or alternative program through a bachelor, post-baccalaureate or master's degree program and received a recommendation for licensure at the time of graduation?

☐ Yes ☐ No

Do you have a current, comparable license (teacher, or administrator) from a state with which Vermont has signed the NASDTEC Interstate Agreement and can demonstrate at least 3 years of successful work in a school within the past 7 years in the licensure endorsement or subject area? To know more details about the requirements for this process [click here](#)

☐ Yes ☐ No

Have you graduated from a state-approved educator preparation program in another state and received a recommendation for licensure from that institution for that state?

☐ Yes ☐ No

Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process [click here](#)

☐ Yes ☐ No

Do you have a conferred master's degree in Communication Science, Speech Language Pathology, or Audiology?

☐ Yes ☐ No

Reset

Save & Go to Next Step

You will answer 'NO' to all of these questions  
If you respond 'YES' to any of these questions Transcript Review is NOT the correct process for you. Exit this PowerPoint and contact the AOE regarding completing an Initial application.

### Initial Licensure Application Preliminary Question(s)

Have you received a contract offer to teach or lead in a Vermont School?

☐ Yes ☒ No

Have you completed a **Vermont State** approved educator preparation program at a college or university or alternative program through a bachelor, post-baccalaureate or master's degree program and received a recommendation for licensure at the time of graduation?

☐ Yes ☒ No

Do you have a current, comparable license (teacher, or administrator) from a state with which Vermont has signed the NASDTEC Interstate Agreement and can demonstrate at least 3 years of successful work in a school within the past 7 years in the licensure endorsement or subject area? To know more details about the requirements for this process [click here](#)

☐ Yes ☒ No

Have you graduated from a state-approved educator preparation program in another state and received a recommendation for licensure from that institution for that state?

☐ Yes ☒ No

Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process [click here](#)

☐ Yes ☒ No

Do you have a conferred master's degree in Communication Science, Speech Language Pathology, or Audiology?

☐ Yes ☒ No

#### Alternate Route to Licensure

☒ Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)

☐ Apply using Vermont Peer Review Process? To learn more details about the peer review Process [click here](#)

Reset

Save & Go to Next Step

Click on 'Apply using Transcript/Academic Review'  
then Click **Save & Go to Next Step**

NOW GO TO SLIDE 11

If you are an existing Licensed Vermont educator adding an additional endorsement, once you are registered - Go to <https://alis.edlicensing.vermont.gov/login.aspx> and Log into ALiS

### USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

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Not Registered? [Register](#)

### Educators

- License renewal
- Add new license type
- Reinstate or reapply for a previous license
- Update profile

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### Local/Regional standards boards

- Review educator's professional development activities
- View educators's data in their schools.

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### Supervisory Unions

- Request for a temporary license.
- Request extension of temporary license.
- View educators's data in their schools.

We accept:  



# Educator Home Page

When you log in, you will be brought to your home page; click on 'Add New Endorsement' to start your application

The candidate you are viewing is a fictitious educator created for training purposes

## Contact Information

Name: Coleson Franks  
PO Box 526  
East Barre VT 05649  
Phone #: 802-479-1700  
Email: [catherine.franks@state.vt.us](mailto:catherine.franks@state.vt.us)

## WHAT DO YOU WANT TO DO?


- View Pending Online Application(s)
- Update Profile
- Renew License(s)
- Criminal Record Check
- Add New Endorsement
- Reinstatement License(s)
- Print Unofficial License(s)
- View/Amend IPLP
- Apply For Retired License
- Apply for New License
- Change Password
- PL Activity



# Preliminary Questions

- Click on 'Apply using Transcript/Academic Review Process' then Click NEXT

## Options to add new Endorsement

- 
- ☐ Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)
  - ☐ Apply using Vermont Peer Review process? To learn more details about the peer review process [click here](#)

Reset

Next

# Complete, update, and verify your Personal Information

★ Make sure your E-mail address is correct as this is the primary way that the system and AOE Specialists will contact you ★

Once your Personal Information is correct Click on

**Save & Go to Next Step**



Please review Personal Information for accuracy.

## Personal Information

Last Name *	<input type="text" value="Franks"/>	First Name *	<input type="text" value="Coleson"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names ?	<input type="text"/>	DOB *	<input type="text" value="07/14/1991"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Prefer not to answr"/>	Race *	<input type="text" value="Prefer not to answr"/>
SSN *	<input type="text" value="xxx-xx-1993"/>				

## Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 1 *	<input type="text" value="PO Box 526"/>	Street 2	<input type="text"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text" value="05649"/>
City *	<input type="text" value="East Barre"/>	Phone # - Ext. *	<input type="text" value="802-479-1700"/>	Alternate Phone # - Ext.	<input type="text"/>	Alternate E-mail	<input type="text"/>	Fax	<input type="text"/>
Preferred E-mail *	<input type="text" value="catherine.franks@state."/>								

Licensing and legal staff at the VT Agency of Education and your L/RSB Chair will be able to see your contact information. Whom else do you give permission to see your contact information?

- ☐ AOE Staff outside licensing ?
- ☐ Professional Organizations ?
- ☒ School Administrators ?

**Reset**

**Save & Logout**

**Save & Go to Next Step**

# License Information & Endorsement Requested

PERSONAL INFORMATION

LICENSE INFORMATION

EDUCATION & EMPLOYMENT DETAILS

ATTESTATION

Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

What endorsement(s) are you seeking?

Add | Delete

Reset

Save & Logout

Save & Go to Next Step

- If this is your Initial License NOTHING will appear in the 'Current License(s)' section
- If you are seeking an additional endorsement your current Level I or Level II License and any endorsements held should appear in this section
- Next you will choose the endorsement that you are requesting

You will need to Click 'Add' under the 'What endorsement(s) are you seeking?' Section.

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

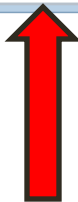
**Current License(s)**

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

**What endorsement(s) are you seeking?** Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Teaching					<input type="checkbox"/>

Reset Save & Logout Save & Go to Next Step



You will then need to choose:

- The endorsement category- Teacher or Administrator
- The Endorsement
- The Sub Endorsement (If Applicable)
- And the Instructional Level

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

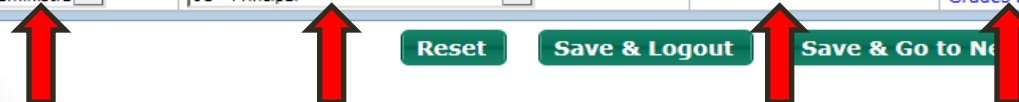
**Current License(s)**

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

**What endorsement(s) are you seeking?** Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Administrative	91 - Principal		Grades PK-12	Competencies	<input type="checkbox"/>

Reset Save & Logout Save & Go to Next Step



Once you have entered the Endorsement(s) you are requesting Click **Save & Go to Next Step**

Once you have chosen the endorsement(s) you are seeking you will need to Click on 'Competencies' to fill out the competency requirements for each endorsement you are seeking

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION


**Current License(s)**

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

**What endorsement(s) are you seeking?** Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Administra ▼	91 - Principal ▼		Grades PK-12	Competencies	<input type="checkbox"/>

[Reset](#) [Save & Logout](#) [Save & Go to Next Step](#)



This will open a pop-up with the competencies for this specific endorsement

# Endorsement Competencies

The Endorsement Competencies pop up for each endorsement will list ALL the competencies and additional requirements that you must fulfill with academic coursework to qualify for the endorsement

## 91-Principal Competency

**Competencies**

Please enter coursework for all competencies.

Do you have a recommendation from an approved educator preparation program for this endorsement? \* ☐ Yes ☐ No

Category	Competencies	Course Details
Additional Requirements	Masters degree	<a href="#">Course Detail (0)</a>
	Three or more years of PK-12 teaching experience	<a href="#">Course Detail (0)</a>
General Requirements	Collaboration and community (Standard #4)	<a href="#">Course Detail (0)</a>
	Curriculum and instructional leadership (Standard #2)	<a href="#">Course Detail (0)</a>
	Data and assessment (Standard # 2)	<a href="#">Course Detail (0)</a>
	Foundations of school leadership and the education system (Standards #1 and #6)	<a href="#">Course Detail (0)</a>
	Organization management, operation, and resources (e.g. school finances, technology) (Standard #3)	<a href="#">Course Detail (0)</a>
	School law and ethics (Standard # 5)	<a href="#">Course Detail (0)</a>
	Supervision and evaluation (Standard #2)	<a href="#">Course Detail (0)</a>

OK

No Change-Close

If you have a recommendation for Licensure from an approved teacher preparation program Click '**YES**' to the question *Do you have a recommendation from an approved educator preparation program for this endorsement?* If you do not Click '**NO**'

If you Click '**YES**' you do not need to enter anything for each competency. If you Click '**NO**' You must enter coursework for each competency listed

# Endorsement Competencies Continued...

## 91-Principal Competency

Fields marked with asterisk (\*) are required.

**Competencies**

Please enter coursework for all competencies.

Do you have a recommendation from an approved educator preparation program for this endorsement? \* ☐ Yes ☐ No

Category	Competencies	Course Details
Additional Requirements	Masters degree	Course Detail (0)
	Three or more years of PK-12 teaching experience	Course Detail (0)
General Requirements	Collaboration and community (Standard #4)	Course Detail (0)
	Curriculum and instructional leadership (Standard #2)	Course Detail (0)
	Data and assessment (Standard # 2)	Course Detail (0)
	Foundations of school leadership and the education system (Standards #1 and #6)	Course Detail (0)
	Organization management, operation, and resources (e.g. school finances, technology) (Standard #3)	Course Detail (0)
	School law and ethics (Standard # 5)	Course Detail (0)
	Supervision and evaluation (Standard #2)	Course Detail (0)

OK

No Change-Close

Click on 'Course Detail' next to each competency to enter academic coursework that you have completed with a grade of "C" or better

★ Please note you must put something for every competency. If you do not have coursework for a competency please still enter none into the course detail ★

Fields marked with asterisk (\*) are required.

## Course Detail(s) for Competency

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency

Add | Delete

OK

No Change-Close



# Endorsement Competencies Continued...

## Course Detail(s) for Competency

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency

Add | Delete

OK

No Change-Close



## Course Detail(s) for Competency

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency

Add | Delete

College/University	Course #	Course Title	# of Credits	Syllabus	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Documents (0)	<input type="checkbox"/>

OK

No Change-Close

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency

Add | Delete

College/University	Course #	Course Title	# of Credits	Syllabus	
UVM	ED 5549	Fake	3.00	Documents (0)	<input type="checkbox"/>

OK

No Change-Close

Click '**Add**' to add a blank row to enter a course.

You can add as many courses as you want considered.

Fill in each box for the course(s) you want considered (see example above)

Click '**OK**' once you have entered all the course information you want considered for this competency

# Document upload for competencies

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency					Add   Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
UVM	ED 5549	Fake	3.00	Documents (0)	<input type="checkbox"/>

**OK** **No Change-Close**

In the specific competency detail Click '**Documents**' and a pop up to upload documents, pictures, etc.. will open

**Document Upload**

Attach Document(s)	Add   Delete
<b>Upload</b> <b>No Change-Close</b>	

Click '**Add**' and blank row will appear where you can browse for the documents, pictures, etc.. you want to upload

**Document Upload**

Attach Document(s)		Add   Delete
Document	Comments	
<input type="text"/> Browse...	<input type="text"/>	<input type="checkbox"/>

**Upload** **No Change-Close**

Click '**Browse**' and search for the document, picture, etc... that you want to upload. Once you have chosen the file, add a comment (optional) and then Click '**Upload**'

## Course Detail(s) for Competency

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency					Add   Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
<input type="text" value="fake"/>	<input type="text" value="ED 5549"/>	<input type="text" value="Fake"/>	<input type="text" value="3.00"/>	<a href="#">Documents (1)</a>	<input type="checkbox"/>

Once you have uploaded your file the # next to the 'Documents' link will change to reflect how many documents you have uploaded.

After you click 'OK' in the Course Detail for the competency the # next to the 'Course Detail' will change to reflect how many courses you have entered for that competency

Competencies		
Please enter coursework for all competencies.		
Do you have a recommendation from an approved educator preparation program for this endorsement? *		
<input type="radio"/> Yes <input type="radio"/> No		
Category	Competencies	Course Details
Additional Requirements	Masters degree	<a href="#">Course Detail (0)</a>
	Three or more years of PK-12 teaching experience	<a href="#">Course Detail (0)</a>
	Collaboration and community (Standard #4)	<a href="#">Course Detail (1)</a>
General Requirements	Curriculum and instructional leadership (Standard #2)	<a href="#">Course Detail (0)</a>
	Data and assessment (Standard # 2)	<a href="#">Course Detail (0)</a>
	Foundations of school leadership and the education system (Standards #1 and #6)	<a href="#">Course Detail (0)</a>
	Organization management, operation, and resources (e.g. school finances, technology) (Standard #3)	<a href="#">Course Detail (0)</a>
	School law and ethics (Standard # 5)	<a href="#">Course Detail (0)</a>
	Supervision and evaluation (Standard #2)	<a href="#">Course Detail (0)</a>

Click 'OK' after you have entered course details for all the competencies for the endorsement(s) you are seeking

Click Save &Go to Next Step once you have finished entering your coursework for the Competencies.

PERSONAL INFORMATION
LICENSE INFORMATION
EDUCATION & EMPLOYMENT DETAILS
ATTESTATION

Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

What endorsement(s) are you seeking? Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Administra	91 - Principal		Grades PK-12	Competencies	<input type="checkbox"/>

Reset
Save & Logout
Save & Go to Next Step

This will bring you to the next TAB where you will enter your Education and Employment Details

PERSONAL INFORMATION
LICENSE INFORMATION
EDUCATION & EMPLOYMENT DETAILS
ATTESTATION

Education Details Add Education Details | Delete Education Details

University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major
St. Michael's College	Burlington	Vermont	United Sta	08/01/2012		MED	Educatic
Castleton State College	Castleton	Vermont	United Sta	08/01/2008	05/10/2012	BS	Comput

Other State/Foreign Licensing Information Add Current License | Delete Current License

If your license does not expire, then leave expiration field blank.

Employment Detail Add Employment | Delete Employment


List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Is Continue	Employment Code
U32 High School UHSD #32 (School)	08/01/2013	06/19/2014	100	No	Intern
Onion River Sports	07/30/2007		50	Yes	floor manager

Reset
Save & Logout
Save & Go to Next Step


# Education Details

Click 'Add Education Details' to Add a row to enter new education details.



Education Details								Add Education Details   Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major		
St. Michael's College x	Burlington	Vermont v	United Sta v	08/01/2012		MED	Educatic		
Castleton State College	Castleton	Vermont v	United Sta v	08/01/2008	05/10/2012	BS	Comput		

Enter your Education Details into the new row, completing all areas marked with a red asterisk \*

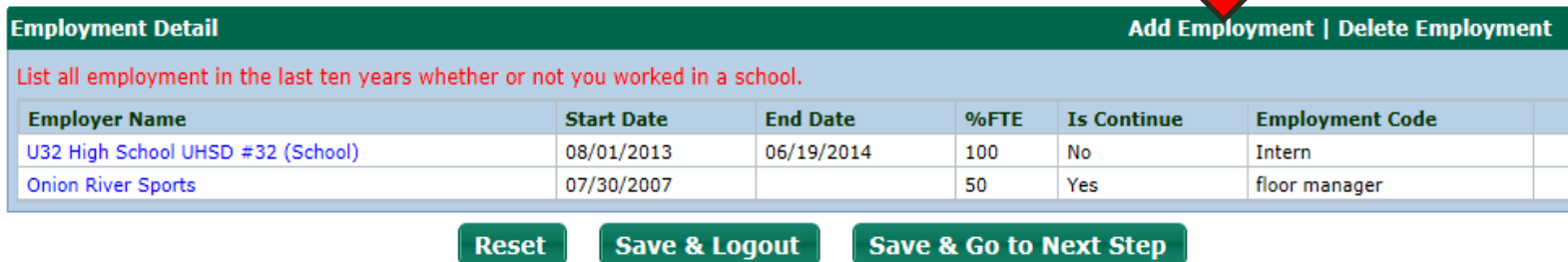


Education Details								Add Education Details   Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major		
<input type="text"/>	<input type="text"/>	--Choose C v	United Sta v	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
St. Michael's College	Burlington	Vermont v	United Sta v	08/01/2012		MED	Educatic		
Castleton State College	Castleton	Vermont v	United Sta v	08/01/2008	05/10/2012	BS	Comput		

Once you have entered all your education details move on to add your employment details...

# Employment Details

Click 'Add Education Details' to open a pop-up where you can add new employment details.



**Employment Detail** Add Employment | Delete Employment

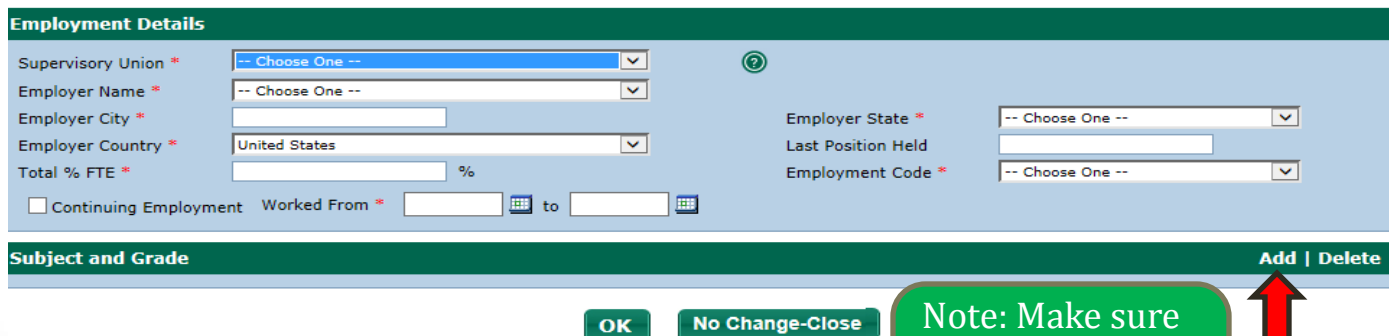
List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Is Continue	Employment Code
U32 High School UHSD #32 (School)	08/01/2013	06/19/2014	100	No	Intern
Onion River Sports	07/30/2007		50	Yes	floor manager

Reset Save & Logout Save & Go to Next Step

Enter your Employment Details into the pop-up, completing all areas marked with a red asterisk \*. Once you are done Click **OK** to save the Details you have entered.

## Employment Details



**Employment Details**

Supervisory Union \*

Employer Name \*

Employer City \*

Employer Country \*

Total % FTE \*  %

☐ Continuing Employment Worked From \*  to

Employer State \*

Last Position Held

Employment Code \*

**Subject and Grade** Add | Delete

OK No Change-Close

Note: Make sure you add 'subject taught', 'FTE', and 'grade limits'

# Employment Details Continued...



**Employment Detail** Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code
Montpelier High School	08/01/2000		100	Yes	Teacher - Level I, Level II and Retired

Once you have entered all your Employment Details and Saved them; each entry will appear in the employment detail window. To view the full details of each employment Click on the '**Employer Name**' in Blue.



**Education Details** Add Education Details | Delete Education Details

University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major
St. Michael's College x	Burlington	Vermont	United Sta	08/01/2012		MED	Educatic
Castleton State College	Castleton	Vermont	United Sta	08/01/2008	05/10/2012	BS	Comput

**Other State/Foreign Licensing Information** Add Current License | Delete Current License

If your license does not expire, then leave expiration field blank.

**Employment Detail** Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

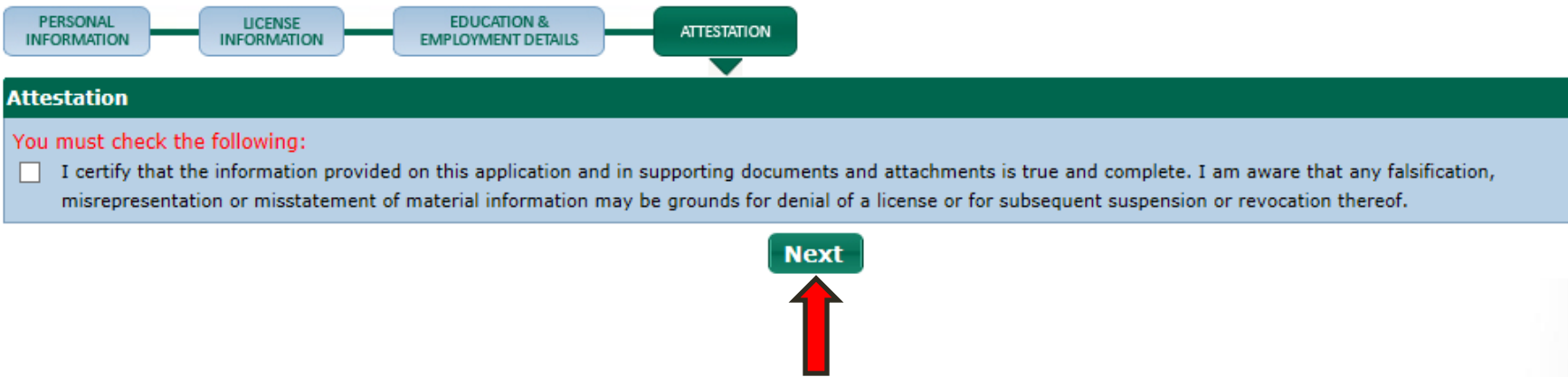
Employer Name	Start Date	End Date	%FTE	Is Continue	Employment Code
U32 High School UHSD #32 (School)	08/01/2013	06/19/2014	100	No	Intern
Onion River Sports	07/30/2007		50	Yes	floor manager

Reset
Save & Logout
Save & Go to Next Step

After you are done entering all your Education and Employment Details Click Save &Go to Next Step

# Attestation

You **MUST** check off the Attestation to be able to submit your application. This is your form of electronic signature.



The image shows a navigation bar with four steps: PERSONAL INFORMATION, LICENSE INFORMATION, EDUCATION & EMPLOYMENT DETAILS, and ATTESTATION. The ATTESTATION step is highlighted with a green arrow pointing down to a form. The form has a green header 'Attestation' and a light blue body. The body contains the text 'You must check the following:' followed by a checkbox and a certification statement. Below the form is a green 'Next' button with a red arrow pointing up to it.

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

**Attestation**

You must check the following:

☐ I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.

**Next**

Click **Next** to be taken to the Electronic Payment Gateway where you will pay the Transcript Review processing and review fee.



# Payment Gateway...

This is a summary of your charges, once you are ready to pay click 'Pay Now'

Fee Details	
Transcript Review – Add Endorsement	\$40.00
<b>Total Fee</b>	<b>\$40.00</b>

[Edit Application](#)[Pay Now](#) 

This is your electronic bill. Choose your Payment Methods from the 'Pay by' drop down. You will be able to use Visa, MasterCard, Discover and electronic checks. Then Click 'Continue'

## Payment Process

Select Payment Method and Continue to proceed with payment.

### Transaction Summary

Description	Amount
Vermont Agency of Education - Online Licensing	\$40.00
TOTAL	\$40.00

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
LIF	Licensing Fees	\$40.00	1	\$40.00

### Payment Method

Complete all required fields [ \* ]

Pay by \*

[Continue](#)[Cancel Payment](#)

# Payment Gateway Continued...

## Customer Billing Information

Name *	<input type="text"/>
Company Name	<input type="text"/>
Billing Address *	<input type="text"/>
Billing Address 2	<input type="text"/>
Billing City *	<input type="text"/>
Country *	<input type="text" value="United States"/>
State *	<input type="text" value="Vermont"/>
ZIP/Postal Code *	<input type="text"/>
Phone Number * ###-###-#### or #####	<input type="text"/>
Fax Number ###-###-#### or #####	<input type="text"/>
Email Address * Please enter your email address.	<input type="text"/>
Receipt Email Addresses Enter the email addresses you want copies of the confirmation receipt sent to.	<input type="text"/> <input type="text"/> <input type="text"/>

Complete all the required information for your payment and then Click 'Continue'

## Credit Card Information

Credit Card Type *	<input type="text" value="Select a Card"/>
Credit Card Number *	<input type="text"/>
Expiration Date *	<input type="text" value="Select a Month"/> <input type="text" value="Select a Year"/>
Name on Credit Card * exactly as it appears on the card	<input type="text"/>

Continue

Cancel Payment



# Application Confirmation Screen and Checklist...

Once your payment has been accepted you will be redirected to an Application Submitted Confirmation Screen. This screen will confirm your application has been submitted and the transaction number

## Confirmation

Thank you for using our online services. Your Transcript Review Request has been submitted to the Vermont Agency of Education for further review. Your online transaction number is 80. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

You will also be able to view the checklist specific for your transcript review application. You will be able to view what you have submitted for the competencies as well as upload additional documents if needed.

## Checklist

Item #	Item	View/Attach	Item Status
1	<a href="#">Evidence for Principal area competencies</a>	<a href="#">Documents (0)</a>	Pending
2	Review transcripts	N/A	Pending
3	Resume	<a href="#">Documents (0)</a>	Pending
4	Review Exam Data	N/A	Pending
5	Others	<a href="#">Documents (0)</a>	N/A

[Return to Home](#)[Logout](#)

# Checklist for Transcript Review

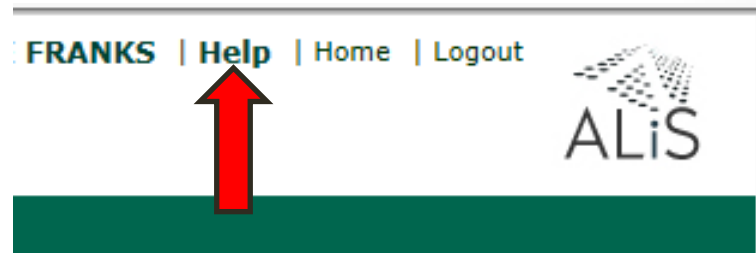
- ☐ Verify and Update your E-mail address (this is how the system and AOE Staff will contact you)
- ☐ Make sure you have entered all your current Employment Details.
- ☐ Make sure you have entered all of your Education Details. (This includes your BA, graduate degree(s), as well as places where you have taken single courses)
- ☐ Make sure you have had **OFFICIAL TRANSCRIPTS** sent for ALL colleges and Universities listed in your Education details. These need to be sent to our Office in paper form or emailed electronically directly from the university to our Office to:  
[AOE.AlisEDLicensing@state.vt.us](mailto:AOE.AlisEDLicensing@state.vt.us)
- ☐ Remember to attach course descriptions and/or syllabi in the documents section of the Competencies for any courses that feel that the course title does not accurately reflect the content covered in the course.

# Questions??

If the Educator Help Guide does not answer your questions Contact the Licensing Office at:

[AOE.AlisEDLicensing@state.vt.us](mailto:AOE.AlisEDLicensing@state.vt.us)

- Use the **Educator Help Guide** built into the system by Clicking the 'Help" button in the top right hand corner of your screen



**1 The Vermont Online Licensing System for Educators**  
This is the Login Screen to the Online Licensing System for Educators. You will reach your home page after successfully completing your login.

Enter your credentials to get access to the Online Licensing System.

Field name	Description
Login Name	Enter your Login Name/User Name.
Password	Enter your Password.
Login	Click Login to verify your credentials and get logged into the system.

**Other Options**

Field name	Description
<a href="#">Forgot Password</a>	If you forget your Login Name / Password, click <b><a href="#">Forgot Password</a></b> to reach <b><a href="#">Forgot Login/Password</a></b> screen. Enter details to reset your login details. Note: Last Name, SSN and Date of Birth are mandatory fields to reset your login details.
<a href="#">Existing and previously licensed Vermont Educators Register Here</a>	This function is for Educators to generate their login credentials.
<a href="#">Never held an Educator License in Vermont?</a>	This function is for Educators who have never held a Vermont License who wish to apply for Initial Licensure in

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